

**Klettafjalla Icelandic Horse Club**  
**Founded February 2006**  
**Constitution and By-Laws**  
**(Draft 3 Final Version Jan 2018)**

**Mission Statement**

To promote knowledge of the Icelandic Horse and its correct use as a competition and riding horse in accordance with the policies of FEIF and the USIHC in recognition of the gifts of friendship, horsemanship and organization of the late Sondra Roberts shared with Icelandic riders in the Rocky Mountain region. To provide opportunities and activities associated with the ownership and the riding of the Icelandic Horse.

**Article I-Name and Object**

The name of the association shall be the Klettafjalla Icelandic Horse Club. Its objectives shall be to promote the Icelandic Horse breed, to educate its membership about the breed, and to provide an environment of support for owners and riders who enjoy the talents and characteristics of the Icelandic Horse throughout the vast regions of the Rocky Mountains. These objectives will be conducted in accordance with FEIF and the USIHC as the member association of FEIF in the United States.

**Article II-Membership**

There are three (3) classes of membership: Individual, Family and Associate

**Article III-Dues**

Annual dues shall be set by the Board of Directors and be payable on January 1 each year unless otherwise decided by the Board of Directors. Any member failing to pay the annual dues within sixty (60) days shall cease to be a member of the association, unless an extension of payment is extended by the Board of Directors. Such extensions shall not exceed a period of thirty (30) days. A new membership begun after September 1 will become current for the following year.

**Article IV-Officers**

Section 1: The officers of this association shall consist of a President, Secretary, and Treasurer. Officers shall be elected by the Board of Directors from among the members of the Board. The term of office is two (2) years.

Section 2: The President schedules and presides over all meetings, is responsible for conducting all meetings, creating the meeting agenda and is the primary spokesperson for the association and will be the designated USIHC representative.

Section 3: The Secretary schedules and presides over any meeting in the absence of the President. He or she will also keep accurate minutes of every meeting and will post them to the club website within thirty (30) days from the subsequent meeting after the minutes have been reviewed and approved by the Board. The Secretary will maintain the club website, monitor the club Facebook page and coordinate with the Events Coordinator to assure events are posted onto the USIHC calendar, club website and club Facebook page. Additionally, they may act as the public relations delegate.

Section 4: The Treasurer will keep the financial records of the association, collect dues in coordination with the secretary, and report expenses at each meeting. The Treasurer will receive, deposit, and disburse all monies for the association subject to the conditions set forth by the Board of Directors, maintain an accurate accounting of all financial transactions, and submit a written report of all financial activity for presentation at the Annual Meeting each year. Additionally, the Treasurer will maintain the annual club liability insurance policy.

#### **Article V-Board of Directors**

Section 1: The Board of Directors must be members of the United States Icelandic Horse Congress. The Board of Directors shall be comprised of (8) directors but a minimum of (5) at all times. The term of office is two years with no term limit.

Section 2: The (8) positions of the Board of Directors are as follows:

- a) Three (3) Officers per Article V
- b) Two (2) positions reserved for Icelandic Horse professionals (trainers, breeders, judges). This position will have no specific duties other than the professionals will provide their guidance and expertise as needed. The professionals are encouraged to participate in relevant USIHC committees.
- c) Three (3) additional positions with specific roles are as follows:
  - 1) USIHC Quarterly Liaison-strongly encouraged to join the USIHC Quarterly committee, required to write and submit the Quarterly updates on or before the due date in the requested format with photos in the required format and file size. This person shall also write the KIHC member spotlight for each Quarterly submission. When there are events, this person shall ask someone that either organized or arranged the event to write an update and provide photos.
  - 2) Event planner/contact/organizer-strongly encouraged to join the USIHC Leisure Riding committee will be the “go to” on the website for KIHC events and generally, for any event, KIHC initiated or not. Organize one annual KIHC sanctioned show based on interest. Offer support to other KIHC members, KIHC affiliated trainers and KIHC affiliated farms, if needed, for their events. Includes but not limited to arranging for the presence at events of: additional copies of the USIHC Quarterly, member sign up forms,

KIHC & USIHC forms, KIHC & USIHC banners & brochures, liability waiver forms, submitting required documents as needed, recruiting volunteer assistance, promotion via email, facebook, website and USIHC event calendar in coordination with the KIHC Secretary. The Board may vote to change the guidelines based upon membership and interest.

- 3) Regional Liaison Coordinator-strongly encouraged to join the USIHC Affiliated Club committee, and will ensure each region offers at least one formal club event (camping trip, clinic, i.e.) each year. This person will also help remind each regional liaison to organize an informal event (lunch, a trail ride, dinner, coffee, i.e) each fiscal quarter. This person will also report the activities back to the board as well as monitor and suggest to help those regions keep up activities. The Board may vote to change the guidelines based upon membership and interest.

Section 3: The Board of Directors shall be the governing body of the association and shall set policy and procedures for the club, prepare and accept the budget, and approve all disbursements in excess of \$100.

Section 4: The Board of Directors may fill a vacancy on the Board of Directors occurring for any reason. A member appointed to fill a vacancy shall remain a Director until the next election year. A Director who is absent for two (2) consecutive meetings may be replaced by action of the remaining Directors.

Section 5: At all meetings of the Board of Directors, three (3) members of which at least one (1) is an Officer, shall constitute a quorum. A quorum shall be necessary at any board of Directors meeting to transact business.

Section 6: The Board of Directors are encouraged to meet every 4-8 weeks depending on the season but shall meet no fewer than four (4) times a year. Meetings may be done by conference call.

## **Article VI-Meetings**

Section 1: The summer meeting of the Board of Directors in each calendar year shall be designated the annual meeting of club members.

Section 2: The order of business at all meetings shall be as follows: a) determination of a quorum, b) approval of the Minutes of the last meeting, c, Treasurer's Report d) reports from each USIHC committee, e) reports from the Regional Liaison Representative, f) reports from the KIHC Events Coordinator, g) old business, and e) new business.

## **Article VII-Elections**

Section 1: At the meeting of the Board of Directors held in the fourth quarter of the calendar year, the Board of Directors will identify Directors willing to stand for re-election and nominations for new candidates for Director positions. A nomination must be accepted by the candidate in writing (email). The KIHc members will be asked to vote electronically by January 1. No write-in candidates will be accepted. No additional nominations shall be permitted after January 1. Thirty (30) days will be given for completion of the electronic voting form and then voting shall be considered as closed.

Section 2: Prior to the availability of the electronic vote, the President shall appoint two (2) members, not member of the Board of Directors of candidates for the Board of Directors, to "count" the votes (monitor the electronic voting tallies). The results will be reported to the Board of Directors within one (1) week after voting has been closed per Article VII Section 1. The KIHc members will receive an announcement within one (1) week, of the results of the vote, as well as a roster of the new Board of Directors.

Section 3: The incumbent and new Directors shall meet and the first meeting after the election to choose new officers. The new Directors shall assume their offices at that meeting.

#### **Article VIII-Committees**

Section 1: There are no standing committees within KIHc. However, *ad hoc* committees may be established and disestablished by an action of the Board of Directors.

Section 2: All members in good standing shall be eligible to serve on all committees.

#### **Article IX-Rules of Order**

"Robert's Rules of Order" shall be the parliamentary guide for matters of procedure not specifically provided for by the Constitution and By-Laws.

#### **Article X-Amendments**

Amendments of the foregoing Constitution and By-Laws shall be adopted by the Board of Directors as needed to keep it in compliance with USIHC rules regarding Affiliated Clubs and to provide for the efficient management of the club's activities.

#### **Article XI-Dissolvement**

If for any reason this association should dissolve, all monies remaining in the treasury after disolvement shall be donated to the USIHC for use in matters relating to the Icelandic Horse breed.

